



City of
Peterborough

TO: Members of the Peterborough Architectural Conservation Advisory Committee

FROM: Erik Hanson, Heritage Resources Coordinator

MEETING DATE: September 10, 2013

SUBJECT: Report PACAC13-028
Heritage Conservation District Study

PURPOSE

A report to provide the PACAC with an update on the status of the Heritage Conservation District Study.

RECOMMENDATIONS

That the PACAC approve the recommendations outlined in Report PACAC13-028, dated September 10, 2013 of the Heritage Resources Coordinator as follows:

- a) That the report be received for information, and;
- b) That the PACAC delegate a member of the committee to sit on the Heritage Conservation District Study Steering Committee.

BUDGET AND FINANCIAL IMPLICATIONS

There are no direct budget or financial implications resulting from this report.

BACKGROUND

The creation of Heritage Conservation Districts (HCDs) was cited as a signature objective in the City's 2011 Municipal Cultural Plan. In the late spring of 2013 Staff retained a consultant to facilitate two public meetings to determine community interest in pursuing the creation of HCDs in the City. Sixty people attended the first meeting and eight neighbourhoods were identified by local residents as potential districts. Staff reviewed the areas and the comments from participants and narrowed the list to three possible neighbourhoods, The Old West End, The Avenues and the Dickson Mills area. A second facilitated meeting for residents of these three neighbourhoods was held on June 18, 2013 to provide further information on the HCD study process and gauge the level of interest and support of the local residents. The Avenues neighbourhood responded with the largest contingent of residents and the greatest support for an HCD. Based on the commitment of the residents, staff determined that the Avenues was the best choice for pursuing the City's first Heritage Conservation District.

Bid Solicitation

City staff prepared and issued RFP P-24-13 on July 12, 2013 with a closing date of August 1, 2013. Six submissions were received for the proposal and an Evaluation Committee was established consisting of the:

- Manager, Arts, Culture and Heritage Division
- Heritage Resources Coordinator
- Cultural Planner

The Committee reviewed and evaluated the six submissions and scored them on five factors:

- Experience Creating HCD Studies
- Project Approach And Methodology
- Demonstrated Capacity For Public Engagement
- Work Plan And Timelines
- Price

Three of the bidders: Phillip Carter, Architect; E.R.A. Architects Inc.; and Taylor Hazell Architects, were asked to attend interviews with the Evaluation Committee. Based on the initial scoring and the subsequent interviews, staff recommended the RFP be awarded to E.R.A. Architects, Inc. The company has successfully completed numerous heritage conservation district studies for municipalities across Ontario. The references for E.R.A. Architects, Inc. rated them highly on past projects. In particular, staff from other municipalities where E.R.A. Architects, Inc. has worked noted that they worked within the budget, had exceptional community consultation skills, communicated well with city staff and were thorough in their research work.

Because the project's value is less than \$100,000, the recommendation does not have to be approved by Council and on August 28, 2013, Senior Administration approved the selection of E.R.A. Architects Inc.

Timelines

The HCD Study will begin in September of 2013 with research and public consultation taking place in the fall and winter of 2013-14. The completed study and recommendations will be presented to Council in April of 2014. Through this report staff is requesting that the PACAC provide representation to sit on the Project Steering Committee that will oversee the project as it goes forward.

Submitted by,

Erik Hanson
Heritage Resources Coordinator

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